

# United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY  
POLICY, MANAGEMENT AND BUDGET  
Washington, DC 20240



MAR 20 2007

## Memorandum

To: Heads of Bureaus and Offices

From: R. Thomas Weimer  
Assistant Secretary

Subject: Fiscal Year (FY) 2006 Reporting on Implementation of Section 6002 of Resource Conservation and Recovery Act, Section 9002 of the Farm Security and Rural Investment Act, and Other Environmental Purchasing Requirements

**(Reply Due: May 4, 2007)**

Attached is the data call memorandum from the Office of Management and Budget, Office of Federal Procurement Policy, and the Office of the Federal Environmental Executive, for the FY 2006 Reporting on Implementation of Section 6002 of Resource Conservation and Recovery Act, Section 9002 of Farm Security and Rural Investment Act, and other environmental purchasing requirements. The memorandum requires that all Federal agencies complete annual reporting requirements for the Resource Conservation and Recovery Act, the Farm Security and Rural Investment Act, and the Executive Order 13101.

Based on the information required in the memorandum above, the Department of the Interior developed a web-based reporting tool for the Bureaus and Offices to use to collect information necessary to complete the reporting requirements. The Bureau of Land Management used the tool last year and their experience was positive. Thus, BLM supports the use of the tool this year. The tool has administrative capabilities that allow data to be approved at each level of submission, from the facility up through their leadership, as appropriate. Thus, each leadership level has a chance to review and are aware of the data submitted. The tool is ready for data input, the website address is <http://www.nbc.gov/rcrareport>.

There are preliminary steps Bureaus and Offices must take to ensure the reporting tool is configured properly for their needs. A summary of these preliminary steps necessary to complete the data call is also attached. Further instructions are posted at <http://www.nbc.gov/rcrareport/useraids.html>.

Due to budget limitations under the Continuing Resolution, we were delayed in deploying the tool for use this year. We appreciate the many Bureaus and Offices whose funding contributions enabled us to complete deployment of the tool this fiscal year.

The complete report should follow the attached format, and should be submitted in both in hard copy and in electronic format (as a Word file) by **May 4, 2007**, to both the Office of Acquisition and Property Management and the Office of Environmental Policy and Compliance.

For assistance on the acquisition-related portions of the report (Sections 1, 2, 3h, 3i, and 4), the point of contact is Pia Scott, Office of Acquisition and Property Management at 202-208-6321. For assistance on the waste management and environmental auditing portions of the report (Section 3 a-g, 4c, 4d(i), and 4d(ii)), the point of contact is Heather Davies, Office of Environmental Policy and Compliance at 202-208-7884.

#### Attachments

cc: Deputy Secretary  
Chief of Staff




EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503


OFFICE OF FEDERAL  
PROCUREMENT POLICY

November 2, 2006

MEMORANDUM FOR FEDERAL AGENCY ENVIRONMENTAL EXECUTIVES  
AND AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM:

Paul A. Denett   
Administrator  
Office of Federal Procurement Policy

  
Edwin Piñero  
Federal Environmental Executive  
Office of the Federal Environmental Executive

SUBJECT:

FY 2006 Reporting on Implementation of the Resource Conservation and Recovery Act, Section 6002, the Farm Security and Rural Investment Act, Section 9002, and Other Environmental Purchasing Requirements

Section 6002 of the Resource Conservation and Recovery Act (RCRA) and section 9002 of the Farm Security and Rural Investment Act (FSRIA) require the Office of Federal Procurement Policy (OFPP) to report to Congress every two years on the actions taken by Federal agencies to implement the respective statutes. Executive Order (E.O.) 13101 requires agencies to track and report their purchases of Environmental Protection Agency (EPA)-designated recycled content products and implementation of environmentally preferable purchasing programs to the Office of the Federal Environmental Executive (OFEE). The Office of Management and Budget (OMB) and OFEE also use the annual reporting data to evaluate agency progress for the green purchasing standard for success of the OMB Scorecard on Environmental Stewardship.

OFPP and OFEE have developed the attached survey to collect the information required to meet the reporting required by RCRA, FSRIA, and E.O. 13101. The survey is similar to the fiscal year (FY) 2002, 2003, 2004, and 2005 surveys. All Federal agencies must complete and return the survey.

The FY 2006 survey requires agencies to respond to several qualitative questions about their efforts to facilitate biobased product purchasing as required by FSRIA Section 9002. These additional reporting areas will provide an indication of agencies' internal infrastructure and management controls for ensuring and monitoring compliance with FSRIA Section 9002.

Agencies should keep the following points in mind as they complete the survey.

**FPDS Data.** Beginning in FY 2002, all agencies were required to report through the FPDS system, information on their purchases of EPA-designated products. Agencies should retrieve and review their own agency data on a quarterly or periodic basis as part of their internal monitoring required by RCRA.

**Indicator Items.** The indicator items selected for the FY 2006 data collection are:

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. sanitary tissue products   | 6. traffic barricades         |
| 2. toner cartridges           | 7. re-refined lubricating oil |
| 3. construction products      | 8. signage.                   |
| 4. landscaping timbers        |                               |
| 5. park benches/picnic tables |                               |

Except for construction products, these indicator items are identical to the FY 2005 data collection. A new response option was added to allow agencies to report the percentage of facilities using the products, rather than dollar volume of purchases. In the case of construction products, agencies are asked to make a qualitative demonstration that they are implementing the purchasing of this category of recycled content products.

Each Federal agency must report on purchases of these eight items obtained from sources other than a Federal source of supply, such as the General Services Administration (GSA) stock program and the Defense Logistics Agency (DLA). Purchases made from a Federal Supply Source will be reported separately by GSA and DLA.

**Solid Waste Prevention, Recycling and Waste Minimization.** The survey is intended to help gauge whether agencies instituted new or improved solid waste prevention practices, recycling programs, or waste minimization goals and practices in FY 2006. Agencies must also report whether or not they have initiated or participated in any new pilots to purchase environmental preferable products or services, as required by E.O. 13101.

**Management Controls.** The survey addresses green purchasing plans, training, compliance monitoring, and measurement tools. Questions request the status of agencies' affirmative procurement programs/green purchasing plans and policies, as required by RCRA Section 6002 and FSRIA section 9002. RCRA and FSRIA require agencies to update these plans regularly, and current agency plans should include all 60+ EPA-designated recycled content products.

*Implementation.* A new set of questions regarding implementation through specific tools and practices, such as acquisition forecasts, has been added to this year's survey. Responses to these questions will provide insight into agency practices put in place to meet the statutory requirement to promote purchasing programs for recycled content products.

*Training.* As training is key to awareness and implementation, the survey requests information on agencies' efforts to train employees – especially acquisition personnel. It also requests information on whether an agency uses internal or outside sources for training, the percentage of employees that have been trained, and how procurement requirements are incorporated into purchase and travel card training. The Office of Personnel Management



(OPM) will provide OFEE with quantitative data, by agency, of training through the on-line green purchasing training course hosted on OPM's GoLearn web site.

*Program Management Review.* Agencies are asked to provide information on their activities to monitor compliance with green purchasing requirements and to take corrective action in response to problems identified during compliance reviews.

*Agency Goals.* E.O. 13101 directed agencies to establish goals for solid waste diversion, procurement of recycled content products, and the use of environmentally preferable products and services. The survey asks agencies if they have established or updated goals in these areas.

**Biobased Purchasing.** Agencies are asked to provide information on biobased purchasing pilots conducted in 2006, sources of biobased products purchased training efforts, and new language and/or goals included in an APP to facilitate a biobased procurement preference program. Related questions have been inserted throughout the survey, as appropriate

**Transmission Information.** Each agency should complete and return the survey by March 16, 2007 to OFPP, attention: Mr. Jim Daumit, [adaumit@omb.eop.gov](mailto:adaumit@omb.eop.gov), Fax # 202-395-5105; and to OFEE, attention: Ms. Dana Arnold, [arnold.dana@ofee.gov](mailto:arnold.dana@ofee.gov), Fax # 202-343-1088. Electronic copies are preferred.

Attachment

Date Due: May 4, 2007, 2007  
Date Prepared: November 2, 2006

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)  
FARM SECURITY AND RURAL INVESTMENT ACT (FSRIA)  
EXECUTIVE ORDER 13101

Agency Report for Fiscal Year 2006

Agency or Department \_\_\_\_\_  
Agency Contact \_\_\_\_\_  
Contact Telephone Number \_\_\_\_\_  
Contact E-mail Address \_\_\_\_\_

**1) Federal Procurement Data System (FPDS) Data**

- a) Attach the RCRS Standard Report for FY 2006 data from FPDS
- b) Has the Agency reviewed the FY 2006 FPDS for compliance assessment and/or trend analyses? \_\_\_\_\_
- c) Please describe findings, changes and/or actions that were a direct result of the assessments or analyses above. \_\_\_\_\_

**2) Indicator Items for EPA-Designated Recycled Content Products**

**The General Services Administration and the Defense Logistics Agency will provide data for agency purchases made directly from them. Please provide the amounts for your Agency's purchases from other sources, including GSA schedules' contractors and your service contractors, including construction, fleet maintenance, and facilities maintenance contractors.**

**a) Paper: Commercial Sanitary Tissue Products**

- i) Does your Agency purchase this item (directly or through contracts)?  
Yes ☐ No ☐ If no, skip to next section.
- ii) Total dollar amount<sup>1</sup> of these products purchased<sup>2</sup> by your Agency from sources *other than* GSA in FY 2006 \$ \_\_\_\_\_ and dollar amount of these products containing recovered materials<sup>3</sup> purchased by your Agency from sources *other than* GSA in FY 2006 \$ \_\_\_\_\_ - OR -

**Number of janitorial services contracts that require the supply of recycled content sanitary tissue products. \_\_\_\_\_ - OR -**

**Percentage of facilities using recycled content sanitary tissue products (either purchased directly or supplied by services contractors). \_\_\_\_\_**

<sup>1</sup> "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

<sup>2</sup> Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

<sup>3</sup> The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

iii) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐  
Not applicable ☐

iv) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_

**b) Non-Paper Office Products: Toner Cartridges**

i) Does your Agency purchase this item (directly or through contracts)?  
Yes ☐ No ☐ If no, skip to next section.

ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2006 \$ \_\_\_\_.

iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2006 \$ \_\_\_\_ - OR -

Percentage of facilities using remanufactured toner cartridges (either purchased directly or supplied by services contractors). \_\_\_\_\_

iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐  
Not applicable ☐

v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_

**c) Construction Products**

i) Demonstrate how your agency complies with the requirement to purchase EPA-designated construction products containing recovered materials to the maximum extent practicable. Examples include integrating specific recycled content product requirements with the use of the U.S. Green Building Council's LEED-NC or LEED-EB, incorporating recycled content product requirements into design specifications, and inserting recycled content product requirements in design/build contracts.

**d) Landscaping Products: Landscaping Timbers**

i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ☐ No ☐ If no, skip to next section.

ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2006 \$ \_\_\_\_.

iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ \_\_\_\_ - OR -

Percentage of facilities using recycled content landscaping timbers (either purchased directly or supplied by services contractors). \_\_\_\_\_

iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐  
Not applicable ☐



- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_
- e) **Park and Recreation Products: Park Benches and Picnic Tables**
- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ☐ No ☐ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2006 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ \_\_\_\_\_. - OR -  
Percentage of facilities using recycled content park benches and picnic tables (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐ Not applicable ☐
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_
- f) **Transportation Products: Traffic Barricades**
- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ☐ No ☐ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2006 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ \_\_\_\_\_. - OR -  
Percentage of facilities using recycled content traffic barricades (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐ Not applicable ☐
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_
- g) **Vehicular Products: Re-refined Oil**
- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ☐ No ☐ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than DLA* in FY 2006 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ \_\_\_\_\_. - OR -  
Percentage of facilities using re-refined oil (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐ Not applicable ☐



- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_

**h) Miscellaneous Products: Signage**

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes ☐ No ☐ If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA* in FY 2006 \$ \_\_\_\_.
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2006 \$ \_\_\_\_ . - OR -  
Percentage of facilities using recycled content signage (either purchased directly or supplied by services contractors). \_\_\_\_\_
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? Yes ☐ No ☐  
Not applicable ☐
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2006? Yes ☐ No ☐ If yes, please describe the impediment(s). \_\_\_\_\_

**3) Solid Waste Prevention, Recycling, and Other E.O. 13101 Requirements**

- a) Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2006? Yes ☐ No ☐. Please provide an explanation of your response. \_\_\_\_\_
- b) How has your agency promoted the use of Waste Reduction Plans (FAR Clause 52.223-10) in demolition, construction, and service contracts to achieve waste diversion goals? Provide specific examples. \_\_\_\_\_
- c) Does your Agency have sites or facilities with composting programs? Yes ☐ No ☐. If yes, how many facilities or sites? \_\_\_\_\_ Estimate the total weight of materials diverted to composting: \_\_\_\_\_ tons.
- d) What percentage of offices/sites operated by your Agency have an active office products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of offices/sites.
- e) What percentage of residential housing operated by your Agency has an active household products recycling program? \_\_\_\_\_ of \_\_\_\_\_ sites, which is \_\_\_\_\_ percent of offices/sites. Not applicable ☐
- f) What percentage of demolition projects managed by and/or contracted by your Agency includes the recovery of construction materials? \_\_\_\_\_ of \_\_\_\_\_ projects, which is \_\_\_\_\_ percent of demolition projects. Not applicable ☐
- g) What percentage of the total solid waste<sup>4</sup> generated by your Agency was diverted to recycling? \_\_\_\_\_ of \_\_\_\_\_ metric tons, which is \_\_\_\_\_ percent.
- h) Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 8002? Yes ☐ No ☐ Please provide details for your response, or if the response is no, please explain. \_\_\_\_\_
- i) In FY 2006, did your Agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. \_\_\_\_\_

<sup>4</sup> "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

13101, sections 503 (b) and 601 (c)? Yes ☐ No ☐ Please provide details for your response. \_\_\_\_\_

j) In FY 2006, did your Agency purchase or test any biobased products, other than biobased fuels? Yes ☐ No ☐ Please provide details for your response, including the source(s) of the products (e.g. GSA schedule, DLA, commercial source, support services contractor). \_\_\_\_\_

k) Is your Agency using green cleaning products or services at any of your facilities, including facilities managed by GSA and leased facilities? Yes ☐ No ☐ If yes, please elaborate. \_\_\_\_\_

#### 4) Management Controls

##### a) Green Purchasing Plan

i) Does your Agency have a formal, written, documented green purchasing plan, policy or procedure for the implementation of the statutory and executive order requirements to purchase green products? These include EPA-designated recycled content products under section 6002 of the Resource Conservation and Recovery Act, Energy Star and energy efficient products under section 104 of the Energy Policy Act of 2005, low standby power devices under E.O. 13221, USDA-designated biobased products under section 9002 of the Farm Security and Rural Investment Act, and environmentally preferable products and services under section 503 of E.O. 13101.

Yes ☐ No ☐ Some, but not all, program components ☐

(indicate which components your plan, policy or procedure addresses):

☐ EPA-designated recycled content products (RCRA section 6002)

☐ Energy Star and energy-efficient products (EPAct 2005, section 104)

☐ Low standby power devices (E.O. 13221)

☐ Biobased products (FSRIA section 9002)

☐ Environmentally preferable products and services (E.O. 13101, section 503)

ii) Does the Agency policy or green purchasing plan define responsibility for:

Conducting awareness training? Yes ☐ No ☐

Incorporating green purchasing requirements into specification and contracts<sup>5</sup>? Yes ☐ No ☐

Establishing and measuring progress toward green purchasing objectives? Yes ☐ No ☐

Reporting progress? Yes ☐ No ☐

Management review? Yes ☐ No ☐

If the answer to any question is no, please explain why not. \_\_\_\_\_

iii) Does your Agency have a requirement to routinely update the green purchasing plan, policy or procedure? Yes ☐ No ☐ If so, has the plan been reviewed/updated in FY 2006? Yes ☐ No ☐

<sup>5</sup> "Contracts" includes concession contracts, referring to non-FAR regulated business contracts authorized through applicable agency legislation.

- iv) FSRIA section 9002(d) requires procuring agencies that have responsibility for drafting or reviewing specifications to ensure that such specifications require the use of biobased products consistent with the requirements of section 9002. Does your Agency have responsibility for drafting or reviewing specifications? Yes ☐ No ☐  
If yes, in FY 2006 did your Agency begin to review specification for the biobased products designated by the USDA in March 2006? Yes ☐ No ☐

Please list specifications currently under review \_\_\_\_\_

Specifications for which review has been completed \_\_\_\_\_

Applicable specifications not yet under review \_\_\_\_\_

- v) Please attach a copy of, or provide the URL for, the website for your Agency green purchasing plan or policy if it has changed since the FY 2005 report. \_\_\_\_\_

**b) Implementation**

- i) Has your Agency contract writing system or enterprise asset management systems been revised to incorporate the supply and use of green products? Yes ☐ No ☐ N/A ☐
- ii) Is your Agency using or planning to use acquisition forecasts to promote its preference for green products? Yes ☐ No ☐ N/A ☐
- iii) Is your Agency using or planning to use model solicitation and/or contract language to promote its preference for green products? Yes ☐ No ☐ N/A ☐
- iv) If applicable, what other policies, procedures, or tools is your Agency using or planning to use to promote its preference for green products? \_\_\_\_\_

**c) Training**

- i) Who is responsible for conducting training of agency personnel with respect to the green purchasing requirements? \_\_\_\_\_
- ii) How many acquisition personnel have documented<sup>6</sup> green purchasing training within the past three years? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.
- iii) Is training provided by Agency personnel, an outside source (e.g. Defense Acquisition University's contracting officer training courses), or both? \_\_\_\_\_
- iv) What percentage of purchase cardholders has documented green purchasing training within the past three years, as required by Executive Order 13101? \_\_\_\_\_ of \_\_\_\_\_ personnel, which is \_\_\_\_\_ percent.
- v) Who provides the training to purchase cardholders? \_\_\_\_\_
- vi) How is training of purchase cardholders documented? \_\_\_\_\_
- vii) Indicate which green purchasing program components the training for acquisition personnel and purchase holders, respectively, address: \_\_\_\_\_

<sup>6</sup> Document training other than the Green Purchasing course available through the Office of Personnel Management's USALearning web site. OPM will provide data on use of this course to OMB and OFEE.



Component	Acquisition Training (Y/N)	Purchase Card Holders (Y/N)
Recycled content products		
Energy Star and energy efficient products		
Low standby power devices		
Biobased products		
Environmentally preferable products and services		

**d) Program Management Review**

- i) What percentage of Agency facilities conducted and documented contracting and/or environmental audits<sup>7</sup> for green purchasing compliance during this reporting period? \_\_\_\_\_ percent
- ii) Does the Agency conduct trend analysis of audit, training and FPDS data to assess green purchasing program effectiveness? Yes ☐ No ☐
- iii) What types of trends are realized as a result of findings from these audits? \_\_\_\_\_
- iv) Are audit findings reported to senior facility management? Yes ☐ No ☐
- v) Does senior facility management track corrective actions from these audit findings? Yes ☐ No ☐
- vi) Provide a copy of, or the URL for, the website for your Agency program management review protocol, procedure, or other similar program document, if you did not provide it in your FY 2004 or FY 2005 reports. \_\_\_\_\_

**e) Agency Goals**

- i) If not previously submitted or if changed in FY 2006, as required by E.O. 13101, what is your agency's goal for solid waste diversion by 2010? \_\_\_\_\_
- ii) What is your agency's current recycling or diversion rate? \_\_\_\_\_
- iii) What is your agency's goal to increase the procurement of EPA-designated recycled content products? \_\_\_\_\_
- iv) As required by E.O. 13101, does your agency have a goal for increasing the use of environmentally preferable products? Yes ☐ No ☐ If yes, what is the goal? \_\_\_\_\_ How are you measuring progress toward the goal? \_\_\_\_\_
- v) Has your agency established a goal for purchases of biobased products? Yes ☐ No ☐

<sup>7</sup> Includes internal, corporate, external, or other audits



## FY 06 RCRA Report:

### Initial Set Up Procedures to Prepare Tool for Use by Your Bureau/Office

STEP	Instruction Detail
<b>1. Provide your Headquarters Program Staff Contact Information</b>	<ul style="list-style-type: none"> <li>• <b>Email the name(s) of your headquarters-level program manager(s)</b> responsible for overseeing Green Procurement data and Waste/Environmental Management data to RcraReport@ios.doi.gov <ul style="list-style-type: none"> <li>➤ This person(s) will have HQ-level administrative capabilities.</li> <li>➤ OEPC will email the identified HQ-program contacts a user name and password.</li> </ul> </li> </ul>
<b>2. HQ-Program Contacts Log-in</b>	<ul style="list-style-type: none"> <li>• <b>Login at <a href="http://www.nbc.gov/rcrareport">www.nbc.gov/rcrareport</a> using the username and password supplied via email by OEPC</b> <ul style="list-style-type: none"> <li>➤ The HQ-level program contacts are the only users who do not have to complete the new user registration process.</li> <li>➤ You may change your password by clicking on the brown “Admin” tab, and then selecting the “Update Personal Information” from the list of options.</li> </ul> </li> </ul>
<b>3. Set up your Regions List</b>	<ul style="list-style-type: none"> <li>• <b>Enter the names of your Bureau’s/Offices regions, central, or state offices.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage Regions List.” You can add new names to the list or delete existing ones.</li> <li>➤ Bureaus and Offices that provided this information in 2004 should review for accuracy.</li> </ul> </li> </ul>
<b>4. Set up your Facilities List</b>	<ul style="list-style-type: none"> <li>• <b>Enter and/or review your Bureau’s/Office’s list of facilities.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage Facilities List.”</li> <li>➤ You can add new facility names to the list or delete existing ones.</li> <li>➤ For each new facility, input the name of the facility, address, and the region or central office within which it resides.</li> </ul> </li> </ul>
<b>5. Set Up Regional/Central Office Program Manager Accounts</b>	<ul style="list-style-type: none"> <li>• <b>Set up user accounts for two designated program managers within each of your regional/central offices.</b> <ul style="list-style-type: none"> <li>➤ Regional/central office program contacts are responsible for validating personnel logging in from field sites, and for reviewing and approving field site data. You may have one or two people perform this function.</li> </ul> </li> <li>• <b>HQ-level Green Procurement and Waste Program Managers need to set up accounts for their regional/central office contacts.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage User Accounts” where you can add new contacts to the list or edit/ delete existing ones. Input address, phone number, and email information as well as identify the associated regional/central office.</li> <li>➤ Give all contacts the same initial password which they can change when they login.</li> </ul> </li> </ul>

## FY 06 RCRA Report:

### Initial Set Up Procedures to Prepare Tool for Use by Your Bureau/Office

STEP	Instruction Detail
<b>1. Provide your Headquarters Program Staff Contact Information</b>	<ul style="list-style-type: none"> <li>• <b>Email the name(s) of your headquarters-level program manager(s)</b> responsible for overseeing Green Procurement data and Waste/Environmental Management data to RcraReport@ios.doi.gov               <ul style="list-style-type: none"> <li>➤ This person(s) will have HQ-level administrative capabilities.</li> <li>➤ OEPC will email the identified HQ-program contacts a user name and password.</li> </ul> </li> </ul>
<b>2. HQ-Program Contacts Log-in</b>	<ul style="list-style-type: none"> <li>• <b>Login at <a href="http://www.nbc.gov/rcrareport">www.nbc.gov/rcrareport</a> using the username and password supplied via email by OEPC</b> <ul style="list-style-type: none"> <li>➤ The HQ-level program contacts are the only users who do not have to complete the new user registration process.</li> <li>➤ You may change your password by clicking on the brown “Admin” tab, and then selecting the “Update Personal Information” from the list of options.</li> </ul> </li> </ul>
<b>3. Set up your Regions List</b>	<ul style="list-style-type: none"> <li>• <b>Enter the names of your Bureau’s/Offices regions, central, or state offices.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage Regions List.” You can add new names to the list or delete existing ones.</li> <li>➤ Bureaus and Offices that provided this information in 2004 should review for accuracy.</li> </ul> </li> </ul>
<b>4. Set up your Facilities List</b>	<ul style="list-style-type: none"> <li>• <b>Enter and/or review your Bureau’s/Office’s list of facilities.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage Facilities List.”</li> <li>➤ You can add new facility names to the list or delete existing ones.</li> <li>➤ For each new facility, input the name of the facility, address, and the region or central office within which it resides.</li> </ul> </li> </ul>
<b>5. Set Up Regional/Central Office Program Manager Accounts</b>	<ul style="list-style-type: none"> <li>• <b>Set up user accounts for two designated program managers within each of your regional/central offices.</b> <ul style="list-style-type: none"> <li>➤ Regional/central office program contacts are responsible for validating personnel logging in from field sites, and for reviewing and approving field site data. You may have one or two people perform this function.</li> </ul> </li> <li>• <b>HQ-level Green Procurement and Waste Program Managers need to set up accounts for their regional/central office contacts.</b> <ul style="list-style-type: none"> <li>➤ Click on the brown “Admin” tab, and then select “Manage User Accounts” where you can add new contacts to the list or edit/ delete existing ones. Input address, phone number, and email information as well as identify the associated regional/central office.</li> <li>➤ Give all contacts the same initial password which they can change when they login.</li> </ul> </li> </ul>